



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 961.8

Job Title: **ASSISTANT DIRECTOR – C & E FACILITIES  
(EXECUTIVE LEVEL)**

Pay Grade: 32

### **GENERAL SUMMARY:**

Administers policies and procedures to all personnel as they relate to the management and operation of several decentralized facilities.

### **RESPONSIBILITIES:**

- Assists managers in providing guidance concerning all aspects of goals, policies and facility management.
- Assists Director in negotiating for major agreements with outside entities.
- Investigates and responds to comments, concerns and complaints made by the media, Council and the public related to events and personnel.
- Reviews specifications for service and revenue-producing contracts to ensure accuracy of requirements.
- Analyzes annual budget submissions to ensure estimated revenues and expenditures are prioritized within the established goals.
- Meets with the Director concerning status of goals and timetables, staffing, projects, capital improvements, contracts, property, and management.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's Degree in Business Administration, Hotel/Restaurant Management or a closely related field.

#### **EXPERIENCE:**

Seven years of experience in convention/entertainment management and contract negotiations are required.

#### **COMPLEXITY:**

Work is non-standardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

#### **IMPACT OF ACTIONS:**

Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **External Contacts:**

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues which require diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

### **PHYSICAL EFFORT:**

The position is physically comfortable; the individual has discretion about walking, standing, etc.

### **WORK ENVIRONMENT:**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

## **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

## **JOB FAMILY:**

Assistant C & E Facilities Manager  
C & E Facilities Manager  
Assistant Director-C & E Facilities (Executive Level)

*Effective: October 1990*

*Revised: August 2004*